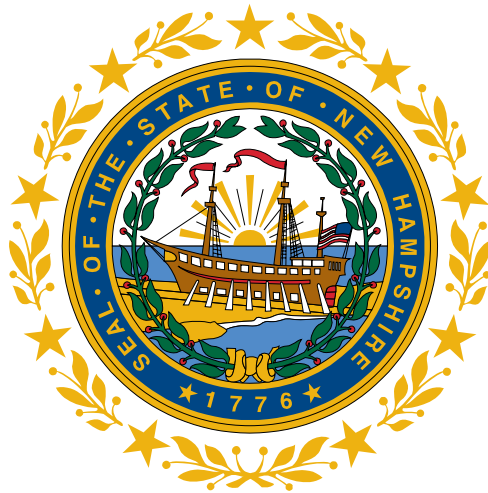


Job Search Information Series

PREPARING RESUMES AND COVER LETTERS



"We're working to keep New Hampshire working"

NEW HAMPSHIRE EMPLOYMENT SECURITY

We have many resources available to assist you in reaching your employment goals. Each New Hampshire Employment Security Office has a Resource Center, with staff who can assist you with your job search needs. All services available at our offices are FREE! Local Office information can be found on our web site. www.nh.gov/nhes

Visit one of our offices throughout the State or call for further information

City	Street	Telephone
Berlin	151 Pleasant Street	603-752-5500
Claremont	404 Washington Street	603-543-3111
Concord	10 West Street	603-228-4100
Conway	518 White Mountain Highway	603-447-5924
Keene	109 Key Road	603-352-1904
Laconia	426 Union Ave. Suite 3	603-524-3960
Lebanon	85 Mechanic Street. Suite 4	603-448-6340
Littleton	646 Union Street	603-444-2971
Manchester	300 Hanover Street	603-627-7841
Nashua	6 Townsend West	603-882-5177
Portsmouth	2000 Lafayette Road	603-436-3702
Salem	29 South Broadway	603-893-9185
Somersworth	6 Marsh Brook Drive	603-742-3600

NEW HAMPSHIRE EMPLOYMENT SECURITY



PREFACE

This booklet is one in a series of informational booklets prepared to assist you in developing an effective work search. The job search process incorporates many steps in order for it to be successful. Below is the list of booklets printed by New Hampshire Employment Security.

PREPARING RESUMES AND COVER LETTERS

THE JOB SEARCH

JOB APPLICATIONS

JOB INTERVIEW

NHES and all NHWORKS partners are Equal Opportunity Employers and comply with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities. TDD/TTY Access Relay NH 1-800-735-2964

Visit us at our web site: www.nhworks.org or www.nhes.state.nh.us

Table of Contents:

WHAT IS A RESUME	PAGE 1
HOW CAN A RESUME HELP ME	PAGE 1
WHAT DO I PUT ON MY RESUME	PAGE 1
PREPARING YOUR OWN RESUME	PAGE 2
QUESTIONS TO CONSIDER WHEN RESEARCHING YOUR RESUME CONTENT	PAGE 2
CURRENT TRENDS	PAGE 2
ACTION WORDS	PAGE 3
TIPS ON KEEPING YOUR RESUME EASY TO READ	PAGE 5
RECOMMENDED DON'TS	PAGE 5
SELECTING A RESUME FORMAT	PAGE 5
RESUME FORMATS	PAGE 6
MODEL RESUMES	PAGE 7
WRITING COVER LETTERS	PAGE 13
PARTS OF A COVER LETTER	PAGE 13
NINE TIPS FOR CREATING A WINNING COVERLETTER	PAGE 13
MODEL COVER LETTERS	PAGE 15
TIPS ON HOW TO USE YOUR RESUME	PAGE 17
RESUME CHECKLIST	PAGE 18
RESUME WORKSHEET	PAGE 19



WHAT IS A RESUME

A resume is a marketing tool that outlines your skills and experiences so an employer can instantly see how you can contribute to the workplace. More to the point, your resume is an application for an interview, not an application for a job. Only in the rarest of cases will a resume in and of itself directly secure a job offer. The goal of an effective resume is to highlight and summarize a person's qualifications. You can achieve this by presenting the following outlined information attractively and systematically:

Who you are – name, address, phone number, and email address

What kind of work you want – your career objective

What you have accomplished – previous work experience and responsibilities;
problems you've solved; results you've achieved

What you know – education and training

What you are able to do – skills and abilities

HOW CAN A RESUME HELP ME

Preparation of a resume will help you organize your job search. Assembling all the facts about yourself and work history will increase your self-assurance and build your confidence for the crucial personal interview with an employer. You can discuss your accomplishments with an employer without fumbling for dates and significant facts.

WHAT DO I PUT ON MY RESUME

If you have more than one career interest you plan to pursue, it is a good idea to prepare two or three targeted resumes. Each resume should focus on a different job objective and promote different skills and accomplishments related to that objective. Utilizing one of the resume formats discussed on the following pages will assist you in creating separate resumes for each of your career interests.

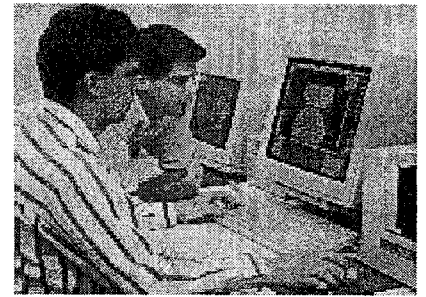
Spark an interest! Many hiring professionals report that after glancing at a resume for approximately *seven seconds*, they make a decision to read the resume or put it aside. If your resume is difficult to read or too long, it will probably never be read. The extra effort put forth to create a resume that is pleasing to the eye will pay off in the end.



There are resource books and resume and cover letter software available at the NH WORKS offices.

PREPARING YOUR OWN RESUME

It is time to create your own, individualized resume. Putting together your resume can be done in an easy, three-step process.



First: Write down all of your work experiences, training, education, accomplishments, skills and abilities. To assist you in recording this information there are worksheets at the end of this book.

Second: Decide which resume format is best for you. Rearrange the information on the outline to fit the resume model presented in this booklet. Type out the resume. Check it for readability and any typing or spelling mistakes. Make sure all your relevant marketable skills are clearly presented.

Third: Ask someone knowledgeable about resumes, such as an employee at the NH WORKS office, to look at it. You can decide with that person if the resume looks professional, presents your skills in the best possible way and contains all the information it should.

QUESTIONS TO CONSIDER WHEN RESEARCHING YOUR RESUME CONTENT

Who am I?

Where have I worked?

When did I work there?

What were my duties?

What type of industry/field am I in?

What were my least/most favorite parts of the job?

What problems did I solve, what actions did I take to solve them and what were the results of my efforts?

What are my transferable skills?

What training and/or education do I have?

What do I like to do?

What do I want to do?

What languages do I speak?

What are my talents/special skills?

In what ways did I help my last employer with their business goals?

CURRENT TRENDS

Resumes today stress accountabilities and accomplishments. Accomplishments should be significant and add to your marketability. They may give you the extra edge you will need to be offered an interview over other applicants. Information can be presented in a measurable format, giving the reader a clear and quick understanding of your responsibilities and accomplishments. For example:

- Controlled 15 incoming telephone lines for 7 insurance representatives.
- Hired, trained and supervised a 12-employee financial department with a total operating budget of \$50,000.00.
- Redesigned 6-station, rotary assembly machine using 60% of the former components, increasing output from 35ppm to 75ppm.
- Researched, implemented and trained employees to use a computerized inventory control system, which resulted in a 27% decrease in lost inventory annually.
- Awarded "Outstanding Employee" certificate for perfect attendance 5 of 7 years employed.

ACTION WORDS

Using action words to describe your skills and abilities on the job will make a stronger impression on the person reading your resume. Below is an alphabetized list of action words you may wish to incorporate in your resume and cover letters. These words are best used in the beginning of a bullet statement describing your duties. Remember to be consistent with the use of past or present tenses when using action verbs.

A

Achieved
Acted
Adapted
Addressed
Administered
Advised
Adjudicated
Allocated
Analyzed
Applied
Appointed
Appraised
Arbitrated
Arranged
Assembled
Assessed
Assigned
Assisted
Attended
Audited

B

Balanced
Briefed
Budgeted
Built

C

Calculated
Changed
Clarified
Classified
Coached
Coded
Collaborated
Collated

Collected
Communicated
Compiled
Completed
Composed
Computed
Conceptualized
Conducted
Consulted
Contracted
Contributed
Controlled
Coordinated
Collected
Created
Critiqued

D

Debated
Decreased
Defined
Delegated
Demonstrated
Designated
Designed
Detailed
Determined
Developed
Diagnosed
Differentiated
Directed
Discovered
Dispersed
Displayed
Distributed
Drafted

E

Edited
Educated
Effected
Empathized
Enabled
Enervated
Encouraged
Enforced
Engaged
Enlisted
Ensured
Equipped
Established
Estimated
Evaluated
Examined
Exceeded
Executed
Exercised
Exhibited
Expanded
Expedited
Experimented
Explained
Expressed
Extrapolated

F

Facilitated
Fashioned
Filed
Fixed
Focused
Formulated
Founded
Funded

G

Gathered
Generated
Guided

H

Helped
Hired

I

Identified
Illustrated
Implemented
Improved
Improvised
Increased
Influenced
Informed
Initiated
Inspected
Inspired
Installed
Instituted
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Inventoried
Investigated
Involved
Isolated

J

Justified

K**L**

Learned
Lectured
Lobbied
Located
Led

M

Maintained
Managed
Manipulated
Mapped
Marketed
Mediated
Memorized
Mentored
Merged
Mobilized
Moderated
Modified
Monitored
Motivated

N

Negotiated
Nominated

O

Observed
Obtained
Operated
Ordered
Organized
Originated

P

Packaged
Participated

Perceived
Performed
Persuaded
Planned
Played
Prepared
Presented
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Proofread
Proposed
Provided
Publicized
Purchased

Q

Qualified

R

Raised
Read
Reasoned
Received
Recognized
Recommended
Recorded
Reconciled
Recruited
Redesigned
Reduced
Re-evaluated
Referred
Refined
Renegotiated

Reorganized
Repaired
Replaced
Reported
Represented
Reproduced
Researched
Restored
Restructured
Reviewed
Revitalized
Rewrote

S

Scheduled
Screened
Selected
Separated
Served
Serviced
Shaped
Simplified
Sold
Solicited
Solved
Speak
Staffed
Staged
Started
Stimulated
Stocked
Structured
Studied
Submitted
Succeeded
Suggested
Summarized
Supervised
Supported
Suppressed

Surveyed
Synthesized
Systemized

T

Tabulated
Tailored
Taught
Terminated
Testified
Trained
Translated
Transported
Traveled
Trouble-shoot

U

Updated
Utilized
Unilaterally

V

Validated
Verified
Vindicated
Visualized
Verbalized

W

Weathered
Wrote

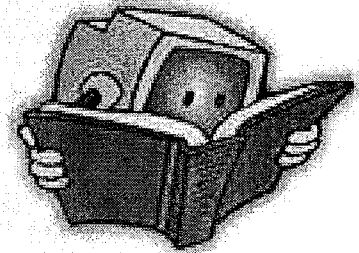
X

X-rayed

Y**Z**

TIPS ON KEEPING YOUR RESUME EASY TO READ

- Lead with your strongest statements related to the job or goal.
- Use standard 8 1/2” X 11” high quality bond stationery.
- White or off-white paper is preferred.
- Use a computer and a laser printer to produce an appealing resume.
- Keep approximately a 1” margin on all four sides of your resume.
- Limit your resume to one page; two pages if you have extensive experience. Put your most marketable information on the first page.
- CAPITALIZE and **Bold** all major headings.
- Double space between sections, single space between lines.
- Begin with action verbs keeping statements short (pay attention to your tenses).
- Be honest; do not exaggerate your experience or skills.
- Use bullets.
- Use size 12 font in one of the following types:
 - Serif - Times New Roman
 - Century Schoolbook - Bookman Old Style
- Correct all spelling, punctuation and grammar errors - have at least two people check it for errors.
- If it looks sloppy - redo it!



RECOMMENDED DON'TS

- Do not date your resume - keep it current.
- Do not include religious or political organization membership.
- Do not mention salary - discuss subject during the interview.
- Do not include a photo with your resume unless specifically requested.
- Do not include birth date, social security number, height, weight, or marital status.
- Do not give reasons for leaving past jobs.
- Do not include personal information irrelevant to the position.
- Do not include references on the resume - keep on separate page to be provided when requested.

SELECTING A RESUME FORMAT

Create a format that efficiently shows your qualifications without including unnecessary details or outdated examples. For best results, use a resume style that highlights your strongest selling points and relates to your job objective or career direction. Creativity is encouraged, as long as all pertinent information is included and the type of business you are targeting is kept in mind.

This book contains model resumes for each format style: Chronological, Functional and Combination. Notice that even though the format is the same each model looks uniquely different.

RESUME FORMATS—WHICH ONE IS BEST?			
RESUME FORMAT	ADVANTAGES	DISADVANTAGES	BEST USED BY
CHRONOLOGICAL <i>List work experiences by dates, with the most recent employment listed first.</i>	<ul style="list-style-type: none"> • Widely used format • Logical flow, easy to read • Showcases growth in skills and responsibility • Shows promotions and impressive titles • Shows company loyalty 	<ul style="list-style-type: none"> • Emphasizes gaps in employment • Highlights frequent job changes • Emphasizes employment but not skill development • Emphasizes lack of related experience and career changes • Points out demotions/career set backs 	<ul style="list-style-type: none"> • Individuals with steady work record • Individuals with experience relating directly to the position applied for
FUNCTIONAL <i>Work experience and abilities should be listed by major headings of skills you want to present.</i>	<ul style="list-style-type: none"> • Emphasizes skills rather than employment • Organizes a variety of experience (paid and unpaid work, other activities) • Disguises gaps in work record or a series of short term jobs 	<ul style="list-style-type: none"> • Viewed with suspicion by employers due to lack of information about specific employers and dates • De-emphasizes growth/job titles 	<ul style="list-style-type: none"> • Individuals with no previous employment • Individuals with gaps in employment • Frequent job changers • Individuals who have developed skills from other than documented employment
COMBINATION <i>This presents both major skill areas and chronological work history.</i>	<ul style="list-style-type: none"> • Highlights most relevant skills and accomplishments • De-emphasizes employment history in lesser jobs • Combines skills developed in a variety of jobs or other activities • Minimizes drawbacks such as employment gaps and absence of directly related experience 	<ul style="list-style-type: none"> • Confusing if not well organized • Requires more effort and creativity to prepare 	<ul style="list-style-type: none"> • Career changers or those in transition • Individuals reentering the job market after some absence • Individuals who have grown in skills and responsibility • Individuals pursuing the same or similar work as the they've had in the past
TARGETED <i>All the above can be made into a targeted resume.</i>	<ul style="list-style-type: none"> • Personalized to company • Shows research • More impressive to employer • Written specifically to employer's needs 	<ul style="list-style-type: none"> • Time consuming to prepare • Confusing if not well organized • Should be revised for each employer 	<ul style="list-style-type: none"> • Everyone – because any of the other formats can be made into a targeted resume

Model Chronological Resume

Name

Street

City, State, Zip Code

Phone number

e-mail address

Christine Glass

123 Rockland Lane
Greenville, NH 03048
(603) 555-5555
cglass@hotmail.com

What position/positions are you applying for? No more than one to 1 ½ lines.

Objective: A challenging supervisory position in Human Resources

Experience: *List most recent employer first, working backwards with dates, job, title, name of organization, address, description of duties. Include action verbs that are transferable to the work you are seeking.*

Computer International

Manager

Manchester, NH

1/20xx – Present

Formulate policies and procedures for recruiting, testing, placement, classification, and benefits. Plan, direct, supervise, and coordinate work activities of human resources staff. Direct the preparation and distribution of information to inform employees of benefits, compensation, and personnel policies. Evaluate and modify policies to ensure compliance with legal requirements. Develop method to improve employment policies, processes, and practices. Prepare personnel forecasts to project employment needs. Prepare budgets for personnel operations. Negotiate bargaining agreements and resolve labor disputes.

Master Recruiters

Interviewer

Nashua, NH

6/20xx-1/20xx

Interviewed job applicants to determine if they meet employer requirements. Referred selected applicants according to employer instructions. Reviewed employment applications and evaluated work history, education, training, skills, and other qualifications of applicants.

Laconia Health Association

Secretary

Laconia, NH

1/19xx-6/20xx

Scheduled appointments, gave information to callers, composed and typed routine correspondence. Distributed mail and maintained files and records.

Education:

*List most recent school/training first, working backwards with dates, and address.
The degree received, major field of study, minor, and certificate awarded.*

United Community College
AS Business Administration

Nashua, NH

1995

Omit date if older than fifteen years

STEVEN P. CUTTER
123 Main Street
Concord, NH 03301
Stevencutter@yahoo.com
(603) 555-5555

WORK EXPERIENCE

Concord Manufacturing
MACHINE OPERATOR

Concord, NH
7/20xx - Present

- Operate fabricating machines to form metal pieces
- Read job specifications to make machine adjustments
- Detect part defects or machine malfunctions
- Perform machine maintenance
- Utilize own hand tools for measurements and finishing of pieces

Concord Apartments
BUILDING MANAGER

Concord, NH
10/20xx - 5/20xx

- Responsible for the operation of apartment building complex including maintenance of 54 apartments
- Collected rent, addressed tenants' concerns and handled emergencies on 24 hour basis
- Performed minor plumbing, carpentry, painting and electrical repairs
- Operated snow removal equipment
- Performed landscaping tasks
- Prepared apartment units for new tenants

Patrick Paper Company
WAREHOUSEMAN

Bow, NH
1/19xx – 9/20xx

- All-around warehouseman
- Performed shipping/receiving duties
- Operated forklift, filled orders, unloaded truck and freight cars
- Utilized IBM personal computer program for all transactions

EDUCATION

High School General Equivalency Diploma

Concord Adult Education Program - 1993

References available upon request

DENISE PIKE

123 Walnut Street

Nashua, NH 03060

(603) 555-5555

DPIKE@ACORNWORLD.NET

Target to a specific company

OBJECTIVE

Service Representative for Accounting Software International, specializing in conversions.

HIGHLIGHTS OF QUALIFICATIONS

- Excellent teacher/trainer; patient and effective when working with a wide range of personalities
- Successful in identifying and solving computer-related problems
- Project oriented, sticking to a task until completed
- Successful in learning and comprehending new systems and methods

Use keywords from job description

RELEVANT EXPERIENCE

*Emphasize transferable skills
specific to the employer's needs,
not work history*

Bookkeeping

- Reconciled loan payment records between servicing company and 150 lending institutions.
- Reconciled cash records to computer records for over 200 accounts on a monthly basis.
- Prepared monthly payroll, paid bills and processed tuition payments for private preschool.

Teaching/Supervising

- Trained nine people in investor accounting, most of whom had no previous experience.
- Wrote an Investor Reports Instruction Manual minimizing training time for new employees.
- Maintained cordial working relations, while explaining and clarifying others' errors.
- Interviewed and hired four staff members.

Computer Usage

- Worked with computer analyst to develop computerized specialty reports.
- Assisted in implementation of new program on a PC for accounts payable.
- Input monthly account records on a PC and generated trial balance.

Problem Solving

- Balanced seven months of critical reports for a large Federal agency involving \$350,000 of equipment for six major divisions which had been neglected for five months.
- Designed an account coding system to eliminate dual coding and time wasted correlating reports.
- Reviewed company procedures, identified sources of high error frequency, and submitted recommendation to supervisors.

EMPLOYMENT HISTORY

LITTLE TIKES PRESCHOOL
FIRST BANK CORP
BANK OF NEW HAMPSHIRE

Treasurer/Bookkeeper
Investor Accountant Supervisor
Financial Specialist

1/20xx - Present
3/19xx - 1/20xx
12/19xx - 3/19xx

EDUCATION

University of New Hampshire
BS Accounting & Business

Durham, NH
19xx

TAYLOR LEBLANC
17 Linlew Dr. Apt 17
Derry, NH 03038
Taylorleblanc@attbi.com
(603) 555-5516

Objective	To obtain a managerial position utilizing my strong work ethic, organizational, and accuracy skills in a manufacturing environment		
Professional Experience	19xx – 20xx	Sanmina/SCI	Derry, NH 03038
	Department Group Leader	(Promoted from Production)	
	<ul style="list-style-type: none">• Supervised 20 production workers in the Photo Image Solder Mask Department from 19xx to 20xx• Administered assignments to 10 production workers in the Dry Film Mask Department from 19xx to 19xx• Exercised computer skills in documentation and data entry• Executed administrative activities including department production reports: logs, charts, operating efficeincy reports, quality control reports, time and attendance• Maintained material inventories and supplies as required• Recognized for outstanding safety as well as outstanding accuracy in our department• Performed orientations for new employees• Explained rules and general procedures• Trained employees on specific processes• Frequently exceeded 3000 square feet per day in output volume• Achieved perfect attendance 16 or 19 years – awarded savings bonds• Attained top ratings on performance appraisals• Communicated thoroughly all details for smooth shift transitions• Performed effectively in a strong team environment		
Languages	Fluent in English and Spanish		
Accomplishments	<ul style="list-style-type: none">• Successfully passed 16 non-required training courses• Completed an additional five supervisory level courses• Trained in First Aid and CPR		
References	Available upon request		

Maurice Thompson

P.O. Box 1234

223 Elm Street

Manchester, NH 03104

603-656-1111

maurice.thompson@TASS.monroe.Army.Mil

Transferable Skills

OBJECTIVE: To obtain a challenging position in management, administration, or operations.

SUMMARY OF EXPERIENCE:

- Developed and managed operations plan, readiness training and special events for an international community consisting of 500 personnel.
- Managed the training, logistics and administrative support for an organization consisting of over 60 employees.
- Managed the operational readiness, maintenance and accountability of organizational equipment valued in excess of \$40 million.
- Coordinated, managed, created and implemented comprehensive training programs; developed lesson plans and guides, conducted classroom training and instruction for the yearly training of over 500 students.
- Developed a regional program for quality control of all aspects of training and certification for four major training locations and numerous satellite locations that led to their accreditation.
- Received impact excellence awards for a successfully managed facility, property and oversight of a \$15 million operations and maintenance contract.
- Proficient in computer software, including Microsoft Office 2000.

U.S. Army
19xx-20xx

Since the military was his only employer, listed transferable skills above and military duties below.

MILITARY EXPERIENCE:

- Served in consecutive positions of increased responsibility requiring strong interpersonal skills, extensive administrative, maintenance and logistics technical background.
- Possess an established and proven record of achievement as an excellent decision-maker, leader and motivator.
- Strong organizational skills and sound operational background that combines managerial and hands-on responsibilities.
- Adaptable to constantly changing operation environments, able to handle multiple tasks under demanding circumstances and stringent deadlines.

EDUCATION:

Master of Science in Counseling, Long Island University, New York

Bachelor of Science in Organizational Management, Nyack College, Nyack, New York

MARY L. SMITH

138 Mittersill Road
Franconia, New Hampshire 03580

(603) 555-3838

E-mail mary.l.smith@abc.org

OBJECTIVE: Corporate Communications / Marketing / Advertising / Public Relations

PROFESSIONAL QUALIFICATIONS:

Marketing / Advertising – Designed, wrote and produced diverse marketing materials targeted to professional, corporate and community markets. Utilized multi-media techniques to produce high impact materials and presentations. Experienced photographer.

Communications – Wrote internal communications for a national association, a national corporation and several smaller organizations. Led a team of 20 students conducting an extensive on-campus communications research and analysis project to identify methods to enhance communications flow.

Public Relations – Held three high-visibility public relations positions as the direct liaison to clients, community leaders, national association members and other business partners. Served as public relations liaison to a large New England regional customer base, led customer cold calls, and spoke before various university audiences.

Function Planning – Coordinated planning, logistics, site arrangements, transportation, speakers' program, agenda and marketing for annual meetings and conferences of national association.

WORK HISTORY:

Merrill Lynch, Fairfield, Connecticut 19xx to Present
Marketing Intern working with professional staff to expand client base. Prepare direct mail marketing campaigns, coordinate an aggressive cold calling program, and research and respond to client inquiries.

Albany Beach Patrol, Albany, New York 19xx to 19xx
High-visibility sales / public relations / community affairs position.

National Foundry Association, Washington, DC 19xx to 19xx
Marketing / Function Planning / Lobbying Assistant position with a national organization. Assisted professional staff with national function planning, member communications, marketing campaign design / execution and lobbying / legislation efforts.

EDUCATION:

American University – Washington, DC 19xx
BA – Economics
Minor – Communications

WRITING COVER LETTERS

The purpose of a cover letter is to introduce yourself and convince the employer that your specific skills, abilities, and attributes match the organization's needs. The cover letter is a chance to speak to the reader or the interviewer in a less structured manner. This is the first document a potential employer will see and it must showcase much of your initial marketing. It is critical you take the time to prepare a creative, hard-hitting cover letter that gets the attention of the reader immediately. By developing skill and achievement oriented letters, you will give yourself a competitive edge. Each letter needs to be individually developed for each position you are targeting.

PARTS OF A COVER LETTER

First: Identify the specific job and how you learned about it.

Second: Match your skills, training, and experience with those required for the job, using your specific knowledge of the company (try to elaborate on a specific point on your resume without duplicating information).

Third: The last line should emphasize your interest in the job and indicate how the employer can best reach you or when you might be calling them to follow-up.

Make sure to keep in mind the following hints when writing your cover letter.

- Standard business letter format, font, and stationery should match your resume.
- Address the letter to the hiring authority and include their title (if you don't have a contact, call the company and find out to whom the letter should be addressed).
- Do your homework on the company.
- Do NOT mention salary, wages or benefits unless a salary history has been requested; then give a salary range (e.g. \$20,000-25,000).

NINE TIPS FOR CREATING A WINNING COVER LETTER

*Related Insider Guide
Effective Job Search Communication
Published: 2000
Page: 67*

Keep it short.

The ideal cover letter is about half a page long, and never exceeds one page. A concise letter demonstrates that you are focused and have strong communication skills. Aim for two to four brief paragraphs.

State the position.

The recruiter who reads your letter may be hiring for several posts. Clearly state the job title in the first paragraph of the letter, preferably in the first sentence. While candidates who e-mail their resumes often include the job title in the subject line of their e-mails, if the recruiter prints a letter out before reading it, such information may be lost.



Explain why you want the job.

“Candidates should always answer the question ‘Why do I want to do this work?’” says Posner. Ask yourself how the position fits into your overall career plans and what you find exciting about the particular sector. A genuine show of enthusiasm and knowledge will set you apart from those sending generic form letters.

Clearly describe ways you will contribute.

According to Andrew Posner, a career counselor and website consultant in San Francisco, this is the most important element of a cover letter. After carefully reading the job description, write a paragraph outlining one or two specific examples of how your skills and experiences will fit the company’s needs.

Match, but don’t reiterate, your resume.

This is one point many job seekers find tricky. You should never claim experience in your cover letter that isn’t reflected on your resume. Doing so makes you look like a liar. At the same time, your cover letter shouldn’t simply restate your resume. When you explain the ways you will contribute, refer to an experience or skill on your resume to show how you will add value to the company.

Don’t say you’re not qualified.

Even if you think the position is out of your reach, your job is to convince the recruiter you are qualified. If the recruiter thinks you’re unqualified, a confessional letter is not going to get you an interview. Keep the letter positive by focusing on your transferable skills and unusual accomplishments.

Keep the tone and content professional.

“Don’t be a comedian, don’t get really personal, and don’t beg for the job,” says Unger. Recruiters are more likely than not to think your attempts at humor or stories about your personal life are just plain weird.

Tell the reader what you’re going to do next.

Too many job seekers never follow up after sending a resume. “Saying what you’re going to do next is the second-most important thing to do in your letter,” says Posner. “It forces you to make a commitment to action.” If the job post lists a phone number, indicate you will call within a specified time to arrange an interview. If not, consider calling anyway, unless the post specifically requests “no calls.” You may also consider a follow-up e-mail if you sent your resume electronically.

Proofread.

Again. Using a spell checker is not enough. Many recruiters will dismiss even the most qualified candidate if there is one typo in the cover letter or resume. Reread your letter two or three times, then give it to someone else who knows a thing or two about good writing. Even if your letter is free of typos, poor grammar also makes a bad impression.

Model Cover Letter

John Ryan
15 Spring Road
Hamlet, KS 41120
545-555-5555

January 20, 20xx

Date

*Addresses are omitted for
e-mailed cover letters*

Mr. Brian Carson
Hiring Manager Rest Easy Hotel
Hamlet, KS 41120

*Letter is addressed to a
specific individual if possible*

Dear Mr. Carson:

State position applied for

The management trainee position you advertised in today's Hamlet Gazette greatly interests me. The Rest Easy Hotels have always served as landmarks for me when I travel, and I would like to contribute to their continued growth. I have enclosed my resume for your review.

In May, I will be graduating from Large State University with a degree in business. While in school, I developed strong organizational and customer service skills. As a dormitory assistant, I organized events, led meetings, and assisted students. As treasurer of the Business Society, I maintained the budget and presented budget reports. My summer jobs also required extensive interaction with the public. I believe these experiences have prepared me for your management trainee position.

Sell yourself

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at 545-555-5555. Thank you for your consideration.

*Place your phone
number near the end*

Request an Interview

Sincerely,

Sign each letter

John Ryan

Enclosure

Marc R. Shielton

2113 Northwest Highway
Apartment #1244
Memphis, Tennessee 37123-4556

Home: (901) 434-5555
Cell: (901) 220-5555
Fax: (901) 434-5566
E-Mail: shielton2@swiftnet.net

April 7, 20xx

Mr. Stanley Gregson
Director of Human Resources
EduTech, Inc.
1400 Bonaventure Avenue, Suite 100
Montgomery, Alabama 36100

Dear Mr. Gregson:

Currently, I am the District Sales Manager at Educational Technology located in the Memphis, Tennessee area. While I am happy in this position and the company has continually acknowledged and rewarded my contributions. I would like to take on a greater challenge with greater rewards as a Regional Sales Manager in the Montgomery, Alabama location.

As a professional whose career has spanned over 30 years and who has bridged two different but challenging fields; sales and education, I know EduTech, Inc. to be a leader in the educational technology field and a company with a reputation second to none for performance and loyalty to customers and employees.

Throughout my career, I have built a reputation for proven customer satisfaction and, as a direct result have increased companies' sales and profits. Moreover, as a former teacher and coach, I am particularly committed to the potential of educational technology and the satisfaction of knowing I would be still contributing to the growth and learning of young people.

I am planning to be in Montgomery the week of April 22nd. Perhaps you might contact me before then to set up an interview or, if there is no objection, I will telephone you when I am in the area. I hope that an interview will convince you that my experience and proven "track record" will be just the solution you are looking for. I will anticipate seeing you in a few weeks.

Sincerely,

Marc R. Shielton

Enclosure

TIPS FOR USING YOUR RESUME

- Send to a person by name.
- When mailing your resume, always send it with a cover letter.
- Mass mailing is not effective.
- Target your resume to the needs of the employer.
- Find out if the employer or employment agency uses a scanning system.
- Send your resume to an employer even if they are not hiring.
- Always follow up the sending of your resume with a phone call.
- When directly contacting employers, always have a copy of your resume available and take the initiative to offer it to them.
- When asked to use an employment application, always fill out the application completely. You may want to attach your resume.
- Give a copy of your resume to your references.
- Give a copy of your resume to all networking contacts.
- Always bring extra copies of your resume to an interview.
- Target resume to the level of employment so you won't be considered overqualified.
- Finally Follow-up, Follow-up, Follow-up!!!



Resume Checklist

Is your name, address, zip code and telephone number at the top of the page? ☐

Is your objective realistic? ☐

Is your resume well organized? ☐

Are your grammar, spelling and punctuation correct? ☐

Is your resume text centered on the page? ☐

Is your word choice positive? ☐

Is the resume written in telegraph style – short statements with “bullets” to start thoughts? ☐

Are all unnecessary words omitted? ☐

Do you show career direction by listing school courses that are relevant to your job objective? ☐

Have you included all related work and volunteer experience? ☐

Have you included pertinent activities? ☐

Have you noted all achievements and special skills? ☐

Have you shown yourself to be a good risk? ☐

Have you indicated “References Furnished Upon Request” (optional) at the bottom of your resume? ☐

Resume Worksheet

CONTACT INFORMATION:

Name _____
Address _____
Phone () _____ Fax () _____
E-Mail _____

EMPLOYMENT OBJECTIVE: _____

SUMMARY OF SKILLS AND/OR EXPERIENCE:

Skill/Experience _____
Description _____

Skill/Experience _____
Description _____

Skill/Experience _____
Description _____

ACCOMPLISHMENTS:

1) _____
2) _____
3) _____

EMPLOYMENT HISTORY:

Name of Company	_____	Job Title	_____
Address/Phone	_____	Dates of Employment	_____
Name of Company	_____	Job Title	_____
Address/Phone	_____	Dates of Employment	_____
Name of Company	_____	Job Title	_____
Address/Phone	_____	Dates of Employment	_____

EDUCATION:

School Name _____
City/State _____ Dates of Attendance (if recent) _____
Major(s) _____ Degree/Certificate Earned _____

LICENSES AND CERTIFICATIONS: _____

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS: _____

(This is a general format. Actual content and layout will vary. Not all items are required or necessary.)
You may copy this page - Creative Job Search ©

